

Professional and Managerial Branch
Water Utilities Administration Group
Superintendent Series

DELSALINATION PLANT SUPERINTENDENT

01/06 (AIS)

General Purpose

Under direction, manage overall water desalination plant and brine disposal operations and maintenance activities of an assigned plant through subordinate supervisors to ensure production of safe drinking water.

Typical Duties

Supervise day to day and long-term planned water desalination plant operations and maintenance. Involves: Oversee and verify timely output of water that meets federal, state and local quality requirements for human consumption at specified flow rates. Ensure all plant facilities, security systems, landscaping, ponds and undeveloped areas are properly maintained. Coordinate with fort Bliss and Airport personnel as needed for access and security. Analyze effectiveness of water treatment processes and recommend improvements for operational efficiency. Ensure all plant components and equipment are maintained and operable for proper desalination treatment. Run laboratory analysis on water samples to assist operators. Review chemical analysis from operations laboratory and from outside laboratories.

Perform administrative duties as assigned. Involves: Oversee documentation and submission of reports as required. Order desalination treatment chemicals, parts and equipment to maintain proper storage levels. Consult with outside engineers and contractors on special projects such as plant rehabilitation, pilot plants and tracer studies. Coordinate work with contractors performing multiple projects simultaneously. Recommend improvement to and participate in development, implementation, scheduling and monitoring of approved plant operations training, preventive maintenance, in-house safety and hazardous materials communications programs. Prepare annual desalination plant budget projections for equipment, personnel and materials needs. Monitor expenditures to ensure compliance with all budget and procurement policies and procedures.

Supervise assigned personnel. Involves: Schedule, assign and review operational and procedural activities. Prioritize, adjust and coordinate division activities to meet unforeseen scheduling changes or emergencies. Instruct, guide and check work. Appraise employee performance and review evaluations by subordinates. Provide training and development. Review and enforce occupational health and safety rules and regulations. Issue safety equipment. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Skills and Abilities

- Considerable knowledge of desalination treatment plant operation practices and procedures.
- Considerable knowledge of the repair and maintenance of plant equipment, machinery, facilities and grounds.
- Considerable knowledge of the local, state and federal laws concerning desalination treatment operations and environmental protection to include the handling and disposal of chemical and hazardous materials.
- Considerable knowledge of desalination water sampling chemistry and treatment.
- Good knowledge of computer hardware, software and peripherals to maintain records, reports and database information.
- Good knowledge of safe working practices and procedures.
- Good knowledge of budgeting development and monitoring procedures.
- Good knowledge of supervisory techniques, standards and conduct and work performance.
- Some knowledge of regulatory and management report writing and record keeping.
- Some knowledge of operator certification requirements.
- Ability to interpret federal, state, and City laws, rules and regulations, related to desalination treatment, state and local labor and occupational safety and health rules and regulations.
- Ability to effectively communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies and the public.

Other Job Characteristics

- Frequent exposure to moving machinery and equipment, hazardous chemicals, fumes and materials common to the treatment and operation of a desalination treatment plant and laboratory.
- Frequent exposure to extreme weather conditions, climbing, lifting up to 50 pounds of materials or chemicals, or animals and reptiles that frequent open landfill areas.

Minimum Qualifications

Education and Experience: Equivalent to high school diploma or a General Education Development (GED), plus eight (8) years water treatment plant operations and maintenance experience, including three (3) years in a supervisory capacity at the level of Water Plant Assistant Superintendent.

Licenses and Certifications:

- Valid Texas Class "C" Driver's License or equivalent from another state.
- Valid Texas Commission on Environmental Quality (TCEQ) Class "A" Water Certificate of Competency by time of appointment.

Special Requirements:

- Subject to being on-call during non-working hours and mandatory recall during water utility emergency operations.

Human Resources Director

Department Head

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